

**DEPARTMENT OF EDUCATION  
OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT  
INSTRUCTIONAL SERVICES BRANCH**

**August 16, 2006**

**ADDENDUM B**

**TO REQUEST FOR PROPOSALS  
No. RFP F06-008  
AFTER SCHOOL A+ SERVICES**

**PART I – ORIENTATION QUESTIONS**

**An orientation meeting for the above referenced RFP was conducted on August 3, 2006. The questions raised during the meeting are listed below. The following responses are hereby provided:**

1. Why does the contract start date have to be January 1, 2007 when the notice of statement of findings and decision date is September 22, 2006? Please elaborate on the extended time between the notice and contract start date?

*Reference: Section 1 Administrative Overview, I. Procurement Timetable, Contract start date – January 1, 2007*

Response: The State Procurement Office has a standard Timeline for Competitive Purchases of Service Method of Procurement for Health and Human Services, (Chapter 103F, HRS). This timeline is to plan and coordinate the request for proposals (RFP) process among state purchasing agencies for solicitations for contracts. Although the award decision may be made in late September, enough time is required to complete the RFP process and finalize the contract. Such activities include but are not limited to: protest and request for reconsideration, contract negotiation and development, and obtaining contract approvals and signatures.

In addition, minimal disruption of school operations is a key factor. The January start date is aligned to the beginning the second semester for school year 2006-07.

2. Does this paragraph supersede the prior three paragraphs, therefore this section would not need to be completed? Please clarify.

*Reference: Section 3 Proposal Application Instructions, V. Financial, A. Pricing Structure, Paragraph 4: "Not applicable – no additional budget forms are required."*

Response: "No additional" budget forms are required. The first two paragraphs include basic requirements. However, an estimate of services as stated in paragraph 2 of this section and the completed Attachment D – List of Schools Requesting Services School Year 2006-2007 are still required.

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## **PART II – WRITTEN QUESTIONS**

Requirements pertaining to written questions were stated in the original RFP, and were due on or before August 10, 2006. The written questions received by the Department are listed below. The following responses are hereby provided:

1. Are payments going to remain 9 months? Why not 10?

*Reference: Section 2 Service Specifications, III. Scope of Work, B. Management Requirements, 10. Method of compensation and payment, Standard Calendar Schools*

Response: The A+ program services are available from the end of the school day to 5:30 p.m. during school days of the regular school year. There are 180 student days of school in the regular school year which is used to calculate payment to private providers and parents. Parents are asked to pay for A+ services for 9 months based on 180 days divided by approximately 20 days of school per month (180 divided by 20 equals 9). Thus, payments remain at 9 months based on the 180-day school year for students.

2. What does payment date refer to? When we receive payment?

*Reference: Section 2 Service Specifications, III. Scope of Work, B. Management Requirements, 10. Method of compensation and payment, Standard Calendar Schools*

Response: Payment date refers to the month that payment for services will be paid to the private provider.

3. When do we bill the extra 7 days? Still at the end of the school year or anytime?

*Reference: Section 2 Service Specifications, III. Scope of Work, B. Management Requirements, 10. Method of compensation and payment, Other Payments*

Response: Billing for the 7 extra days will be included in July/August service month. "Payment for seven (7) extra days appropriated through legislation will be calculated as follows: "Enrollment in August divided by 20 days x 7 days."

4. How do we submit the resume of the staff when we do not have the school yet?

*Reference: Section 3 Proposal Application Instructions, III. Project Organization and Staffing, A. Staffing, 2. Staff qualifications*

Response: The applicant may provide vitae or resumes of staff if available, but at minimum must submit qualification standards (including experience) for staff assigned to the program. Qualifications of staff should be based on all service activities (2-5) and service specifications.

5. What is CV? Certificate of Verification??

*Reference: Section 4 Proposal Evaluation, III. Evaluation Criteria, B. Phase 2-Evaluation of Proposal Application, 2. Project Organization and Staffing, A. Staffing*

Response: Yes, CV refers to Certificates or verification documents.

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### **PART III – CHANGES TO THE RFP**

The following changes are hereby made (deletions appear as ~~strike through text~~ and additions appear as **bold/underlined text**):

1. Section 3 Proposal Application Instructions, III. Project Organization and Staffing, A. Staffing, 2. Staff qualifications:

Applicant ~~shall~~ may submit the curriculum vitae, or resume, of each of the persons on staff who will have direct contact with students, **if available**.